

REVIEWERS - REGISTERING NEW FILERS IN FDM



Any of the following FDM roles can register a new Filer:

- Senior Legal Counsel (SLC)
- Senior Legal Counsel Assistant
- Ethics Counselor (EC)
- Supervisor
- Supervisor's Assistant

These roles can also change a Filer's review chain information.

Adding a New Filer to FDM

1. After logging into FDM, select the **My Info** tab and then select the **My Filers** sub-heading.

2. Click **Add Filer**.

Prior to adding a new filer, review the listing of registered filers who are associated to your selected role.

3. Type the filer's name in the appropriate fields and click **Search**.

4. Click **Select** to the right of **filer's** name. The Add New Filer screen is displayed.

Note: The New Filer search, searches within the Global Directory Service.

If searching by e-mail, enter the filer's DOD Common Access Card embedded e-mail address only.

Once a Filer is added to FDM, they can begin creating draft, financial disclosure reports.

Financial Disclosure Management

My Info | **Review Filers** | Admin | Resources | Log Out

Contact Information | My ECs | My Assistants | **My Filers** | My Profile

My Filers - Senior Legal Counsel View

Instructions: Use the criteria below to specify the filtering of your current filers within FDM.

Last Name: * Starts With [v] []
First Name: Starts With [v] []
Middle Name: Starts With [v] []
e-mail: Starts With [v] []
Agency: Army [v]
*Required

Items Per Page [20] Search

1 to 20 of 33 Items per page: [20] 1 2 >>

Last Name	First Name	Middle Name	Grade	E-Mail Address	Phone	Roles	
278_1	Training	X	GS13	training_278_1@us.army.mil	000-000-0000	SF 278 Filer	Edit Delete
278_10	Training	X	GS13	training_278_10@us.army.mil	000-000-0000	SF 278 Filer	Edit Delete

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Select New Filer

Instructions: Use the searching function below to identify the individual you want to add to FDM as a new Filer. When you find the appropriate individual, press the "Select" button in the corresponding row to continue with the Add process.

Last Name: * Starts With [v] [kennedy_]
First Name: Starts With [v] []
Middle Name: Starts With [v] []
e-mail: Starts With [v] []
Agency: Army [v]
*Required

Items Per Page [20] Search

1 to 20 of 30 Items per page: [20] 1 2 >>

Last Name	First Name	Middle Name	Grade	E-Mail Address	Phone	Organization	
Kennedy_1	T	X	GS13	t.kennedy_1@us.army.mil	000-000-0000	Civilian	Select
Kennedy_10	T	X	GS13	t.kennedy_10@us.army.mil	000-000-0000	Civilian	Select
Kennedy_11	T	X	GS13	t.kennedy_11@us.army.mil	000-000-0000	Civilian	Select

Selecting a Filer's Supervisor or Senior Legal Counsel

A default review chain is established for Filers and Supervisors in FDM. If you know that a member of the Filer's review chain is different from the default, please update them appropriately.

Instructions: Specify the following relationships for the filer.

Attribute	Value
Last Name	Kennedy_1
First Name	T
Middle Name	X
e-Mail	t_kennedy_1@us.army.mil
Organization	
Phone	000-000-0000
Agency	Army

Supervisor: Super_1, Training X. [Change](#)

Senior Legal Counsel: Slc_278_1, Training X. [Change](#)

ADAE0 (only required for SF 278): Adaeo_1, Training X. [Change](#)

Roles

☐ OGE 450 Filer

☐ SF 278 Filer (General Officers and Senior Executive Service)

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- Click **Change** beside the Supervisor or Senior Legal Counsel field.
- Type the appropriate name in the search fields and then click **Search**.
- Locate the appropriate Supervisor or Senior Legal Counsel name and click **Select** beside their name.

Instructions: Specify the following relationships for the filer.

Attribute	Value
Last Name	Kennedy_1
First Name	T
Middle Name	X
e-Mail	t_kennedy_1@us.army.mil
Organization	
Phone	000-000-0000
Agency	Army

Supervisor: Super_1, Training X. [Change](#)

Senior Legal Counsel: Slc_278_1, Training X. [Change](#)

ADAE0 (only required for SF 278): Adaeo_1, Training X. [Change](#)

Roles

☐ OGE 450 Filer

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[Save](#) [Cancel](#)

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Selecting the Filer's Role

In FDM, a Filer can be an OGE 450 Filer or an SF 278 Filer. The OGE 450 is a confidential financial disclosure report and the SF 278 is a public financial disclosure report.

- Select the appropriate role, **OGE 450 Filer** or **SF 278 Filer** in the Roles section and click **Save**.

The FDM filer receives an e-mail message notifying them that they have been registered in FDM.